

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, May 4, 2023
Meeting was Held In Person in the County Board Room**

Members Present: Fred Strand, Marty Milanowski, Brett Rondeau, Mary Dougherty, Dennis Pocernich

Excused:

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson-Accountant, Bob Anderson-Highway Commissioner, Elizabeth Skulan-Human Services Director, Jake Benson-Highway Patrol Superintendent, Cheri Deragon-Highway Office Manager, Caloney Mesik-WIC Director, Dalton Collins, Sara Wartman-Health Director

Meeting called to order at 4:00pm by Chairman Rondeau

Public Comment: None Received

Minutes of April 6, 2023: *Motion Milanowski, Pocernich to approve minutes of the April 6, 2023 Personnel Committee meeting. Motion Carried (4-0) Dougherty was not present for this item.*

Volunteer Policy: Abeles-Allison introduced the topic of a volunteer policy and explained that the county has over a hundred volunteer opportunities each year. This policy is intended to provide some guidance and protections for volunteer opportunities. The committee will reviewed a draft policy that was included in the meeting packet and will continue discussions on this topic as the policy is finalized.

Highway Supervisory Position: This topic will be discussed in closed session because it is anticipated to be a bargaining topic.

Personnel Policies:

- a. Emergency Responder Leave: *Motion Strand, Milanowski to approve the policy language modifications as recommended. Motion Carried.*

3.7.1 Responding to Emergencies Before Work Hours Begin

Wisconsin Statute §103.88(2): An employer shall permit an employee who is a volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department, fire company, EMS Agency, a public agency, or a nonprofit corporation to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with sub. (3) (a). This subsection does not entitle an employee to receive

wages or salary for the time the employee is absent from work due to responding to an emergency as provided in this subsection.

3.7.2 Responding to Emergencies After Work Hours Begin

Bayfield County employees who are volunteer emergency responders (e.g., active Emergency Medical Technicians, Emergency Medical Responders or firefighters) may respond to calls for emergency services during their work shift based on the following guidelines:

- a) Employees shall provide their supervisors with documented evidence of their current status as an emergency responder annually.
 - b) Employees may only be granted leave to respond to emergency calls subject to the approval of their supervisor. Supervisors are encouraged to dialog with and support employees who are emergency responders and their requests for time off to the maximum extent practicable.
 - c) While on such leave, employees are deemed not to be acting in their official capacity as an employee of the County and the County is not liable for any damages or injuries the employee may sustain or cause while taking such leave.
 - d) Emergency Responders shall not sign up for “on-call duty” during county work hours.
- b. Jury Duty (mileage): *Motion Pocernich, Dougherty to approve the policy modification as presented. Motion Carried.*

Regular full-time and regular part-time employees are eligible for paid jury leave. Paid jury leave will be paid based at an employee’s base hourly rate and scheduled hours. Employees serving on jury duty are not eligible for mileage reimbursement.

Wage Compensation Update: The committee discussed several options regarding wages including: Mid-year schedule indexing, stipend, or considering the inflation rate with the 2024 schedule indexing. CPI-U trend was reviewed. Payroll expenses are up about \$500,000 over this time last year due to wage increases and other staffing additions. Consensus of the committee is to look at a mid-year wage schedule index. The committee will review figures and make a recommendation at the June meeting. The County Board will be able to consider and act in June for a possible July implementation.

2024 Position Consideration:

- c. Finance Manager:
- d. HR Generalist: Review of request for Half-Time staff to be included in the 2024 budget.
- e. Grant Administrator: There are a large number of grants available and anticipated in the next few years. This is the beginning of a discussion to determine the best approach to maximize the county’s ability to secure and track this funding.

Reports

Personnel Financial Report as of April 30, 2023: Overall expenditures are at about 28%, within budget.

Act 4, Jailer Protective Status: Will be effective Jan 1, 2024. More details to come in the next few months. Kavajecz provided a basic overview of the Act, which automatically makes all Jailers protective service employees and requires the employee to pay the additional contributions for the protective service. Employers must provide a form allowing the employees to choose whether to remain protective service, or to choose to be general service employees for WRS purposes.

Human Resources Report: Reviewed the report that was provided in the meeting packet.

Upcoming Training Plans, Sexual Harassment, Bullying: Abeles-Allison explained that several refresher training opportunities will be presented in the near future.

Motion Milanowski, Pocernich to enter into closed session pursuant to Wisconsin Statutes §19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Approve Closed Session Minutes of April 6, 2023 and Teamster wages. Motion Carried (5-0) Entered closed session at 4:40pm. Bob Anderson and Jake Benson were permitted to remain in closed session.

Motion Milanowski, Dougherty to return to open session. Motion Carried (5-0). Returned to open session at 5:28pm.

Meeting adjourned at 5:28pm.

Minutes respectfully submitted by Kristine Kavajecz